



## Fee Portal Administrative Procedures

Approved By: Brandon Gilliland, AVP for Finance & Controller  
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### **Purpose**

To establish an official fee approval procedure for the billing of student charges to a Wake Forest University student account. These procedures will enable the University to bill student charges on a consistent and timely basis and will create an official approval process for additional fees charged.

### **Responsibilities**

#### **Responsible University Office or Officer**

The Associate Vice President, Finance and Controller is responsible for reviewing and approving this procedure. Student Financial Services (SFS) will administer the procedure.

#### **Who Is Governed By This Procedure**

All Wake Forest University faculty, staff and officers who request to charge a fee to a student account.

#### **Who Should Know This Procedure**

All Wake Forest University faculty, staff and officers.

#### **Exclusions & Special Situations**

None

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### Fee Portal Overview

The fee portal is a mechanism to gather new fees from departments that are not included on the official Board of Trustees resolution and to obtain the appropriate approvals for charging fees to students. During the approval process, the Academic Business Managers and their respective Dean will approve all new fees submitted by departments and also review existing fees (not on the Board of Trustees Resolution) for accuracy. This includes verifying that the correct department, account, and or activity codes associated with existing fees billed from prior semesters are accurate. After the fee portal is closed, SFS will download all data for use to bill accurate and timely fees to the student population. The fee portal timeline is located in Appendix I of this procedure.

### Objectives of the Fee Portal

- Ensure that students are billed accurately and timely.
- Formal approval process for all fees charged to a student account so proper controls are maintained.
- Ensure student's 1098-T tax forms are accurate for IRS compliance.
- Have an established policy and procedure for charging fees to students' accounts.
- Properly credit departmental revenue accounts.
- Allow students to know which classes have additional fees associated with them so the student can make informed financial decisions.

### Types of Fees

#### Board of Trustees approved fees

- Approved by the Board of Trustees and included in the official Board of Trustees Resolution.
- Fees cannot be changed.
- All questions should be directed to the University Budget Office.
- SFS bills all of these fees on the student account.

- Tuition fees are subject to the “Official Schedule of Adjustments for Withdrawal or Continuous Enrollment” located at <http://finance.wfu.edu/sfs/policies#withdrawal>
- Examples: Tuition, Activity Fee, and Housing

#### Additional tuition & fees approved by the Executive Vice President & Provost

- Approved by the Executive Vice President and the Provost and included on the supplemental resolution schedule.
- Fees cannot be changed.
- All questions should be directed to the University Budget Office.
- SFS bills all of these fees on the student account with the exception of application fees.
- Examples: Dining Fees, Music Fees, New Student Orientation, and Parking

#### Course fees associated with a particular course reference number (CRN)

- Approved by the Dean (or proxy approval) via the Wake Forest Fee Portal
- All questions should be directed to the Academic Business Manager who approved the charge.
- SFS bills these fees when a student registers for a particular CRN.
- Course fees are subject to the “Official Schedule of Adjustments for Withdrawal or Continuous Enrollment” located at <http://finance.wfu.edu/sfs/policies#withdrawal>
- Examples: Lab fee, art fee, etc.

#### Fees associated with a particular location such as a study abroad or domestic trip.

- Approved by the Academic Business Manager via the Wake Forest Fee Portal for domestic trips and Global Programs for international trips.
- All questions should be directed to the Academic Business Manager or Global Programs.
- SFS bills all of these fees on the student account based on the campus code entered by the University Registrar.
- These fees require a travel budget detailing each component of the program fee for 1098T tax purposes. These program fees normally have two component fees; one charge for the 1098T reportable items and another charge for the non 1098-T reportable items.

#### Fees associated with a school or program.

- Approved by the Academic Business Manager via the Wake Forest Fee Portal or via Board Resolution
- All questions should be directed to the University Budget Office or to the Academic Business Manager who approved the charge.
- SFS bills all of these fees on the student account based on which school or program the University Registrar codes them into.
- Example: Wall Street Journal Charge.

### **General Guidelines**

- Any fee that is classified as a “qualified tuition and related expense” must be billed to the student account for inclusion on the 1098-T tax form.

- As defined by the IRS, “Qualified tuition and related expenses are tuition, fees, and course materials required for a student to be enrolled at or attend an eligible educational institution.”
- Charges that are NOT qualified are room, board, insurance, medical expenses, transportation and personal living or family expenses. In additional fees involving sports, hobbies or games unless the fee is required for the degree are not qualified.
- The fee portal is to be used by all schools (Undergraduate College, Law, School of Business, and Divinity & Graduate).
- Types of fees included on the student account include academic charges such as tuition, required course fees, room, dining, student health insurance, activity fee, student health fee and optional items such as parking registration and parking fines all appear on the monthly student account statement.
- The fee has to be charged consistently to every student registered for a particular CRN or to everyone registered in a particular location, program or school.
- Once a fee is assessed, it cannot be reversed unless the student:
  - Withdrawals from the University before the first day of class.
  - Drops from the course before the refund rules apply.
- Fees cannot be charged in order to receive University equipment back such as sporting equipment, locks, etc.
- Any fee other than on the Board of Trustees Resolution or Supplemental Fee Schedule will require that a contact person be named in the event that a student or parent has a question regarding the fee.
- If a fee is assessed and cannot be collected from the student, the fee will be expensed to the department that received the original revenue.
- All fees should be reasonable and customary.
- Unpaid fees can create holds which hold transcripts, prevent registration and affect graduation. They can also result in cancellation of classes.
- If an uncollectable fee is sent to a collection agency, then the department who received the original revenue will be required to pay any fees associated with the collecting of the monies received. These fees will be expensed to the department.
- Fee requests submitted directly to SFS will not be billed. SFS will direct all fee inquires to the fee portal for entry and ultimate approval by the Deans and Academic Business Managers.
- Fees submitted after the fee portal closes will not be billed to the student account.
- SFS has the final authority on what types of charges are billed to a student’s account.

## **New Programs**

If a new program is being offered, even if the tuition is listed on the Board of Trustees Resolution, it is mandatory for the program director to call SFS to discuss the details of the new program such as start dates, financial aid and how students will be registered. SFS will ask that a representative from the Office of Financial Aid be included in the discussion if there is financial aid being offered for the new program. SFS would like to discuss revenue account set up, tuition due dates and the hold and cancellation deadlines. In addition, the collection of any student deposits by a department needs to be

discussed so the proper procedure for depositing those funds at the cashier's window are addressed. The purpose of the meeting is to ensure that all parties involved understand how the program will function so this cohort of students are billed accurately and timely. It also provides the program director with valuable information on how the process works.

## **Summer Classes/Programs.**

SFS will need to be alerted if a course or program spans fiscal years. The WFU fiscal year begins on July 1<sup>st</sup> and ends on June 30<sup>th</sup>. The Registrar and the Financial Aid Departments for the school that the program resides in, will need to provide SFS with a breakdown of how many class days are held before and after June 30<sup>th</sup> and provide an institutional financial aid breakdown. The entry to reclass the tuition and financial aid to the next fiscal year will be performed by SFS in the year-end deferral entry.

## **Definitions**

- *Fee Portal - WFU Google site used for the collection of new fees and for the approval of new and existing fees.*
- *WFU Fiscal Year - accounting period running from July 1<sup>st</sup>- June 30<sup>th</sup>.*
- *CRN- Course Reference Number. Students register for a class using this reference number.*

## **Contact(s)**

Student Financial Services, 336-758-5234

## **Web Address for Procedure**

<http://finance.wfu.edu/policies-and-procedures>

## **Appendix and Forms**

Appendix I- Fee Portal Timeline

## Appendix I:

<b>Fee Assessment Timeline</b>	
<b>Fall Semester</b>	
January 1 - March 15	Portal is open.
March 16-30	Portal Approval Process
April 1st	Portal closed & SFS will download all data for processing.
April 2 - May 14	Reviewing, updating and dealing with any issues, creating and updating detail codes & building fee rules.
May 15th	Fee Assessment Built and Finalized in Banner for 6/1 Bill
June 1st	Prebill
July 1st	Reg Bill
August 1st	Fall semester payment due date
<b>Spring Semester</b>	
July 1 - August 15th	Portal Opens
August 15 - 30	Portal Approval Process
September 1st	Portal Closed & SFS Downloads all spring data.
September 2 - October 15	Reviewing, updating and dealing with any issues, creating and updating detail codes & building fee rules.
October 15th	Fee Assessment Built and Finalized in Banner for 11/1 Bill
November 1st	Reg Bill (There is no prebill for spring like fall)
December 1st	Spring semester payment due date
<b>Summer Semester (All parts of term)</b>	
November 1 - March 1	Portal Opened
March 2 - 15	Portal Approval Process
March 30th	Portal Closed & SFS Downloads all summer data.
April 1 - April 14	Reviewing, updating and dealing with any issues, creating and updating detail codes & building fee rules.
April 15th	Fee Assessment Built and Finalized in Banner for 5/1 Bill
May 1st	Summer Regular Bill
June 1st	Summer session due date